Bingham Township

Leelanau County, Michigan

Audit Report

For the Year Ended June 30, 2007

Auc	litin under	g P	rocedu 2 of 1968, as	res Rej	<b>port</b> d P.A. 71 of 1919	e, as amende	d.			
			emment Type				Local Unit Name			County
	ount	у	□City	▼Twp	∐Village	□Other	Binghar			Leelanau
Fisca	l Year	End		_	Opinion Date			Date Audit Report Sub		
	6/:	30 <i>/</i>	07		11/7/	<u> 707</u>		11/19/07	<del></del> _	
Wea	ffirm	that:								
					s licensed to p					
We f Mana	urthe agem	r affir ent L	rm the follo	owing mat ort of com	erial, "no" res ments and re	ponses ha commenda	ive been disclose ations).	ed in the financial st	atements, includ	ling the notes, or in the
	YES	9					instructions for fo			
1.	K		reporting	entity not	es to the finar	ncial stater	ments as necess	ary.		ments and/or disclosed in the
2.	X		There <b>are</b> (P.A. 275	e no accur 5 of 1980)	nulated defici or the local u	ts in one o Init has no	or more of this un t exceeded its bu	it's unreserved fund Idget for expenditur	l balances/unres es.	stricted net assets
3.			The local	unit is in	compliance w	ith the Un	iform Chart of Ac	counts issued by th	e Department o	f Treasury.
4.	$\boxtimes$		The local	unit has a	adopted a bud	lget for all	required funds.			
5.	<u> </u>		A public h	nearing or	the budget v	vas held ir	accordance with	n State statute.		
6.	M		The local	unit has r	not violated th	e Municip		n order issued unde	er the Emergeno	y Municipal Loan Act, or
7.	<b>I</b> XI		-					venues that were co	ollected for anoth	ner taxing unit.
8.	12							with statutory requir		
9.	Ø		The local	unit has r	no illegal or u	nauthorize	d expenditures t	nat came to our atte	ention as defined	I in the <i>Bulletin for</i>
10.	Audits of Local Units of Government in Michigan, as revised (see Appendix H of Bulletin).  There are no indications of defalcation, fraud or embezzlement, which came to our attention during the course of our audit that have not been previously communicated to the Local Audit and Finance Division (LAFD). If there is such activity that ha not been communicated, please submit a separate report under separate cover.								uring the course of our audit If there is such activity that has	
11.	M	П	The local	I unit is fre	e of repeated	commen	s from previous	years.		
12.	— ⊠		The audi	t opinion i	s UNQUALIF	IED.				
13.	<u> </u>				complied with		or GASB 34 as	modified by MCGA/	A Statement #7	and other generally
14.	X	П	•		•		prior to paymen	t as required by cha	arter or statute.	
15.	_	П						were performed tin		
If a inc des	loca luded scripti	l in t ion(s	his or any ) of the au	other au thority and	dit report, no d/or commissi	or do they ion. s complete	obtain a stand-	alone audit, please	enclose the na	he audited entity and is not ame(s), address(es), and a
We	hav	e en	closed the	e followin	g:	Enclos	ed Not Required	l (enter a brief justifica	ition)	
Fir	ancia	al Sta	atements							
Th	e lette	er of	Comment	s and Rec	ommendation	ns 🔀				
Oti	her (C	Describ	oe)							
Cer	tified F	Public	Accountant (I	Firm Name)				Telephone Number		
Str	eet Add	dress						City	State	Zip
Aul	horizir	ig CP/	A Signature	Td-			Printed Name To HN	D. TOBIN	License N	umber 005221

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INTRODUCTORY SECTION

#### Comments and Recommendations

We have audited the basic financial statements and the individual fund financial statements of Bingham Township, Leelanau County, for the year ended June 30, 2007 and have issued our report thereon. As part of our examination, we made a study and evaluation of the Township's system of internal accounting control to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards. The purpose of our study and evaluation was to determine the nature, timing and extent of the auditing procedures necessary for expressing an opinion on the Township's financial statements. Our study and evaluation was more limited than would be necessary to express an opinion on the system of internal accounting control taken as a whole.

Our study and evaluation made for the limited purpose described above would not necessarily disclose all material weaknesses in the system. Accordingly, we do not express an opinion on the system of internal control of Bingham Township taken as a whole. As a result of our examination, we respectfully submit the following comments and recommendations.

#### Internal Control

Management is responsible for establishing and maintaining a system of internal control. Internal control is a system of policies and procedures designed to provide, among other things, reasonable assurance that assets are safeguarded against unauthorized use and disposition and that financial reports are accurate. Some minimum requirements of a sound system of internal control include numerically controlled receipts, timely bank deposits, and monthly reconciliation of all bank accounts to general ledger balances.

We found that the Clerk and Treasurer were cooperating in carrying out their statutory duties. The books and records were properly maintained.

The transactions of all three Township funds are accounted for in one computer file. The accounting should be separated into three separate files. This will make it easier to prepare financial reports by fund.

#### **Budgets and Procedures**

The budget adopted for the year was approved by cost-center. Board minutes indicate that expenditures were compared to budgeted amounts periodically during the year, and budgets were amended when necessary. The Township has three separate governmental funds, the General Fund, the Public Improvement Fund, and the Building Authority Debt Fund. Budgets for these funds should be adopted each year. If funds are transferred from the Public Improvement Fund to the General Fund so that the General Fund can write a check for a public improvement, that disbursement needs to be budgeted as a capital outlay in the Public Improvement Fund.

In addition, the Township levies property taxes for the Suttons Bay Bingham Fire and Rescue Authority. These tax revenues and the disbursement of these taxes to the Fire and Rescue Unit should be budgeted and recorded, as well as disbursements to the Building Authority for debt service.

#### General Fund

The General Fund is presented on Schedule 1 of this report. Fund balance at June 30, 2007 was \$330,853.

#### Public Improvement Fund

This Fund is permitted by statute to set aside certain funds for public improvements. The Fund balance at June 30, 2007 was \$65,813. Disbursements were made during the year for turn-out gear, road maintenance, computers, and building improvements.

#### Building Authority Dcbt Fund

The Township levies a tax to pay for the new facility of the Suttons Bay Bingham Fire and Rescue Authority. The arrangement is being accounted for as a capital lease in which Bingham and Suttons Bay Townships are remitting funds to the Building Authority when debt service payments are due. When the debt is paid off, the facility will be turned over to the Fire and Rescue Authority. During the year \$88,018 in property taxes was collected, and disbursements amounting to \$90,500 were made to the Building Authority to service debt. The fund balance at June 30, 2007 was \$28,832.

#### Comments and Recommendations

#### Capital Assets

Government Accounting Standards Board Statement No. 34 requires that the Township land, buildings, and equipment be recorded on the statement of net assets and depreciated over the useful lives of the assets. The assets are presented in the statement of net assets.

#### Payroll Procedures

Payroll tax returns appeared to have been properly filed and taxes paid during the year.

#### Insurance and Surety Bond Coverage

Records reflect that the Township is insured through Municipal Underwriters of Michigan and has such coverage as fire and extended coverage, general liability, errors and omissions, and workmen's compensation. Board minutes indicate coverage was reviewed during the audit year. The Clerk, Treasurer, and their deputies have surety bond coverage.

#### Investments

Michigan State law covering investments of surplus funds of townships was changed in 1997. The Township adopted a written investment policy in November 1998. There were no investments at June 30, 2007.

#### Other Data

Interest bearing depository accounts were used by the Township Treasurer. This practice resulted in earned interest of over \$24,000 for the audit year.

After completion of our audit, we will mail the necessary copies of our report to the State Department of Treasury.

We again commend the Clerk and Treasurer for the condition of the Township records. We also appreciate the courtesy extended our field examiner in the conduct of this audit.

Your confidence is respected. Please contact us if questions arise or assistance is needed.

FINANCIAL SECTION



#### REPORT OF INDEPENDENT AUDITOR

To the Township Board Bingham Township Leelanau County Traverse City, Michigan 49684-9592

We have audited the basic financial statements of Bingham Township as of and for the year ended June 30, 2007, as listed in the Table of Contents. These financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly in all material respects, the financial position of such funds of Bingham Township at June 30, 2007, and the results of operations in conformity with accounting principles generally accepted in the United States of America.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The schedules listed in the Table of Contents are presented for the purposes of additional analysis and are not a required part of the basic financial statements of Bingham Township. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly presented in all material respects in relation to the basic financial statements taken as a whole.

Tobinh Co., P.C.

TOBIN & CO., P.C. Certified Public Accountants November 7, 2007

#### Management's Discussion and Analysis

As the Township Board of Bingham Township, Leelanau County, we offer readers of the Township's financial statements this narrative overview and analysis of the financial activities of Bingham Township for the fiscal year ended June 30, 2007.

#### Financial Highlights

The assets of Bingham Township exceeded its liabilities at the close of the most recent fiscal year by \$1,308,484. Of this amount, \$356,874 may be used to meet the Township's ongoing obligations to citizens and creditors.

At the close of the current fiscal year, the Township's governmental funds reported combined ending fund balances of \$425,498, a decrease of \$10,585 in comparison with the prior year. Of the total amount, \$330,853 is available for spending at the Township's discretion.

At the end of the current fiscal year, unreserved fund balance for the general fund was \$330,853, or 54% of total general fund expenditures.

#### Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to Bingham Township's basic financial statements. The Township's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information, in addition to the basic financial statements themselves.

#### Government-wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Township's finances, in a manner similar to a private-sector business.

The statement of net assets presents information on all of the Township's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the Township's financial position is improving or deteriorating.

The statement of activities presents information showing how the Township's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes, earned but unused credits, and used but not paid expenses).

Both of the government-wide financial statements distinguish functions of the Township that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the Township include: General Government, Public Safety, Road Projects, and Township Improvements. Bingham Township does not have any business-type activities (examples would include water and sewer, golf courses, cemeteries, etc.).

#### Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Bingham Township, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of Bingham Township are categorized as governmental funds.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Bingham Township maintains three individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, Township Improvement Fund, and the Building Authority Debt Fund which are all considered major funds. All Township government activities are included in these three funds.

The Township adopts an annual appropriated budget for its General Fund and Special Revenue Funds. A budgetary comparison statement has been provided for the General Fund and other major funds to demonstrate compliance with this budget.

#### Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

#### General Fund Analysis and Highlights

The General Fund is the chief operating fund of the Township. At the end of the current fiscal year, unreserved fund balance of the General Fund and the total fund balance was \$330,853. Unreserved fund balance represents 54% of total General Fund expenditures.

The fund balance of the Township's General Fund increased by \$22,784 during the current fiscal year.

For the most part, increases in expenses closely paralleled inflation and growth in the demand for services.

#### Analysis of Balances and Transactions of the Other Township's Funds

As noted earlier, the Township used fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

#### Improvement Fund

The Improvement Fund is maintained by the Township to pay for specific improvements in the Township. Major revenues for this fund are interest. At the end of the current fiscal year, the total fund balance was \$65,813. The fund balance of the Township's Improvement Fund decreased by \$32,963 during the current fiscal year. Examples of how this fund was used include capital improvements in fire and rescue equipment, office furniture and equipment, and building improvements. In previous fiscal years, the fund was used to pay for fire and rescue, building improvements and fire and rescue equipment.

#### **Building Authority Debt Fund**

The Building Authority Debt Fund was created to account for property taxes levied to pay off bonded indebtedness incurred to construct a facility for the Fire and Rescue Authority. During the year property tax collections amounted to \$88,018 and \$90,500 was remitted to the Building Authority to pay for debt service. The ending fund balance was \$28,832.

#### Condensed Financial Information and Analysis of Balances and Transactions of the Township's Funds

	June 30, 2007			June 30, 2006				
		vernmental Activities		Total	_	vernmental Activities	_	Total
Current and Other Assets Capital Assets	\$	451,162 856,965	\$	451,162 856.965	\$	460,284 855,097	\$ 	460,284 855,097
Total Assets	<u>\$</u>	1,308,127	\$	1,308,127	<u>\$</u>	1,315,381	<u>\$</u>	1.315,381
Long-term Liabilities Other Liabilities	\$	(357)	\$	(357)	\$	-	\$	
Total Liabilities	\$	(357)	<u>\$</u>	(357)	\$	-	\$	
Net Assets:								
Invested in Capital Assets	\$	856,965	\$	856,965	\$	855,097	\$	855,097
Restricted		94,645 356,874		94,645 356,874		128,015 332,269		128,015 332,269
Unrestricted Total Net Assets	\$	1,308,484	<u>\$</u>	1,308,484	\$	I,315,381	\$	1.315.381

	June 30, 2007			June 30, 2006				
	_	Governmental Activities Total		Total	Governmental Activities		Total	
Program Revenues								
Charges for Services	\$	31,493	\$	31,493	\$	39,147	\$	39,147
Operating Grants and Contributions		5,660		5,660		-		-
General Revenues								
Property Taxes		459,044		459,044		351,697		351,697
State Shared Revenues		164,970		164,970		205,623		205,623
Unrestricted Investment Earnings		24,127		24,127		15,426		15,426
Miscellaneous		5,223		5.223		6,452		6,452
Total Revenues		690.517		690,517		618,345		618.345
Program Expenses								
Legislative		66,984		66,984		61,938		61,938
General Government		123,985		123,985		119,333		119,333
Public Safety		449,843		449,843		306,410		306,410
Public Works		-		-		9,970		9,970
Recreation and Cultural		45,366		45,366		42,493		42,493
Other		14,924		14,924				
Total Expenses		701,102		701,102		540,144		540,144
Change in Net Assets	<u>\$</u>	(10,585)	<u>\$</u>	(10,585)	<u>\$</u>	78,201	<u>\$</u>	78,201

#### Capital Asset and Debt Administration

#### **Capital Assets**

The Township's investment in capital assets for its governmental activities as of June 30, 2007 amounts to \$856,965. This investment in capital assets includes: several parcels of land, Township Hall, Fire and Rescue buildings, Fire and Rescue trucks and equipment, and computers. All of our government funds report capital outlays as expenditures. However, the cost of the assets is allocated over their useful lives. This fiscal year the amount by which capital outlays exceeded depreciation was \$1,868.

#### Cash Assets

At the end of the current fiscal year, the Township had \$425,118 in cash and other spendable assets. Of this amount, \$53,803 was a certificate of deposit and was earning interest; the remainder was held in the Township's interest bearing checking accounts. The Township is limited by State law in how it can invest these funds, and we have made no changes in our investment strategy in several years.

#### Long-term Debt

At the end of the current fiscal year, the Township had no bonded or installment debt outstanding. However, the Township is contingently liable for approximately 50% of the Building Authority's debt of \$1,735,000.

#### Requests for Information

This financial report is designed to provide a general overview of Bingham Township's finances for all those with an interest in the Township's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Ross Ard, Supervisor.

Bingham Township Statement of Net Assets June 30, 2007

<u>Assets</u>	Primary Government Governmental Activities And Total
Cash and Cash Equivalents Accounts Receivable Capital Assets Land Other Capital Assets, Net of Depreciation Intangible Assets, Net of Amortization	\$ 425,118 26,044 779,550 72,841 4,574
Total Assets	1.308,127
<u>Liabilities</u>	
Accounts Payable and Accrued Expenses	(357)
Total Liabilities	(357)
Net Assets	
Invested in Capital and Intangible Assets, Net of Related Debt	856,965
Restricted for: Public Improvements	65,813
Building Authority Debt Unrestricted	28.832 356.874
Total Net Assets	<u>\$ 1,308,484</u>

Bingham Township Statement of Activities June 30, 2007

			Program Revenues				
Functions/Programs	_E:	<u>xpenses</u>		rges For ervices	Gra	perating ants and atributions	Governmental Activities and Total
Governmental Activities:							
Legislative General Government Public Safety Recreation and Culture	\$	66,984 137,041 449,843 45,366	\$	31,493	\$	5,660	\$ (66,984) (99,888) (449,843) (45,366)
Total Governmental Activities	<u>\$</u>	699,234	<u>\$</u>	31,493	<u>\$</u>	5,660	(662,081)
General Revenues: Property Taxes Grants and Contributions Not Restricted to Specific Programs Unrestricted Investment Earnings Miscellaneous						459,044 166,790 26,012 3.338	
Total General Revenues							655,184
Change in Net Assets Net Assets – Beginning							(6,897) 1,315,381
Net Assets – Ending							<u>\$ 1.308,484</u>

Bingham Township Balance Sheet Governmental Funds June 30, 2007

<u>Assets</u>	General	Public <u>Improvement</u>	Building Authority Debt	Total		
Cash and Cash Equivalents Accounts Receivable, Net	\$ 330,473 26,044	\$ 65,813	\$ 28,832	\$ 425,118 <u>26,044</u>		
Total Assets	<u>\$ 356,517</u>	<u>\$ 65,813</u>	\$ 28.832	<u>\$ 451,162</u>		
Liabilities and Fund Balances						
Liabilities: Accounts Payable and Accrued Expenses Deferred Revenue	(357) 26,021		<u>.</u>	(357) 26.021		
Total Liabilities	25.664			25.664		
Fund Balances: Unrestricted	330,853	65,813	28,832	425.498		
Total Fund Balances	330,853	65,813	28.832	425,498		
Total Liabilities and Fund Balances	<u>\$ 356,517</u>	<u>\$ 65,813</u>	<u>\$ 28,832</u>			
Amounts reported for governmental activities on the statement of net assets are different because:  Capital and intangible assets used in governmental activities are not financial resources and therefore are not reported in the funds.						
Receivables of State Shared Revenues arc not deferred in the statement of net assets.						
Net assets of governmental activities.						

# Bingham Township Statement of Revenues, Expenditures and Changes in Fund Balances Governmental Funds For the Year Ended June 30, 2007

	General	Public Improvement	Building Authority Debt	Total
Revenues Taxes Licenses and Permits State Grants Charges for Services Interest and Rents Other	\$ 371,026 12,565 170,630 18,928 17,598 3,338	6,338	\$ 88,018 - - 2,076	\$ 459,044 12,565 170,630 18,928 26,012 3,338
Total	594.085	6,338	90.094	690.517
Expenditures Legislative General Government Public Safety Recreation and Culture Other Capital Outlay	66,984 123,985 359,343 45,366 7,804 7,120	- - - - -	90,500 - -	66,984 123,985 449,843 45,366 7,804 7,120
Total	610,602	<del>-</del>	90.500	701,102
Excess Revenues (Expenditures)	(16,517)	6.338	(406)	(10,585)
Other Financing Sources (Uses) Transfers In Transfers Out Total	50,931 (11.630) 39.301	11,630 (50,931) (39,301)	<u>-</u>	62,561 (62,561)
Excess Revenues (Expenditures) and Other Financing Sources (Uses)	22,784	(32,963)	(406)	(10,585)
Fund Balance - Beginning of Year	308.069	<u>98,776</u>	29,238	
Fund Balance – End of Year	\$330.853	<u>\$ 65.813</u>	\$ 28,832	
Governmental funds report capital outlays as expenditucost of those assets is allocated over their estimate. This is the amount by which capital outlays exceed	d useful lives and	reported as depre	ciation expense.	1,868
Revenues providing financial resources in the government of activities	nental funds are no	ot reported in the	statement	1.820
Change in Net Assets of Governmental Activities.				<u>\$ (6,897)</u>

See Accompanying Notes to Basic Financial Statements

### Bingham Township Statement of Fiduciary Net Assets June 30, 2007

<u>Assets</u>	Agency Funds
Cash	<u>\$ 2,540</u>
Total Assets	<u>\$ 2,540</u>
<u>Liabilities</u>	
Undistributed Taxes and Interest	<u>\$ 2.540</u>
Total Liabilities	<u>\$2.540</u>
Net Assets	<u>\$</u> -

Bingham Township Notes to Financial Statements June 30, 2007

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### A. Reporting Entity

Bingham Township is a general law township located in Leclanau County. Population as of the 2000 census was 2,425, and the current state equalized and taxable values are \$261,282,730 and \$152,745,206, respectively.

The Township's basic financial statements include the accounts of all Township operations. The criteria for including organizations within the Township's reporting entity, as set forth in GASB No. 14, "The Financial Reporting Entity" includes oversight responsibility, fiscal dependency and whether the financial statements would be misleading if data were not included.

Based on the above criteria, there are no other organizations included in these financial statements.

#### B. Basis of Presentation

The government-wide financial statements (the statement of net assets and the statement of changes in net assets) report information on all of the activities of the Township. The effect of interfund activity, within the governmental activities column, has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific program. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given program and 2) operating or capital grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Taxes and other items not properly included among program revenues are reported instead as general revenues.

#### Fund Financial Statements:

The Township segregates transactions related to certain functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. These statements present each major fund as a separate column on the fund financial statements; all non-major funds, if any, are aggregated and presented in a single column.

Governmental funds are those funds through which most governmental functions typically are financed. The measurement focus of governmental funds is on the sources, uses and balance of current financial resources. The Township has presented the following governmental funds:

General Fund – This fund is used to account for all financial transactions not accounted for in another fund, including the general operating expenditures of the Township. Revenues are derived primarily from property taxes, state distributions or grants, and other intergovernmental revenues.

<u>Special Revenue Funds</u> — These funds are used to account for specific governmental revenues (other than expendable trusts and major capital projects) requiring separate accounting because of legal or regulatory provisions or administrative action.

#### Fiduciary Funds

These funds are used to account for assets held in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds.

Bingham Township Notes to Financial Statements June 30, 2007

### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### C. Measurement Focus/Basis of Accounting

Measurement focus refers to what is being measured; basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

The government-wide statements are reported using the economic resources measurement focus and the accrual basis of accounting. The economic resources measurement focus means all assets and liabilities (whether current or non-current) are included on the statement of net assets and the operating statements present increases (revenues) and decreases (expenses) in net total assets. Under the accrual basis of accounting, revenues are recognized when earned. Expenses are recognized at the time the liability is incurred.

Governmental fund and agency fund financial statements are reported using the current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual; i.e., when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Township considers property taxes as available if they are collected within 60 days after year end. A one-year availability period is used for recognition of all other Governmental Fund revenues. Expenditures are recorded when the related fund liability is incurred. However, debt service expenditures, as well as expenditures related to compensated absences, are recorded only when payment is due.

The revenue susceptible to accrual are property taxes, franchise fees, licenses, charges for service, interest income and intergovernmental revenues. All other governmental fund revenues are recognized when received.

#### D. Budgets

The General Fund and Special Revenue Funds are under formal budgetary control. Budgets shown in the required supplementary schedules for these funds were prepared on a basis not significantly different from the modified accrual basis used to reflect actual results and consist only of those amounts contained in the formal budget approved and amended by the Township.

In the body of the financial statements and the required supplementary schedules, the Township's actual and budgeted expenditures for the budgetary funds have been shown on a functional basis. The approved budgets for these funds were adopted to the activity or cost center level.

For budgetary purposes appropriations lapse at fiscal year end.

#### E. Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the applicable governmental column in the government-wide financial statements. All capital assets are valued at historical cost or estimated historical cost if actual historical is not available. Donated assets are valued at their fair market value on the date donated. Repairs and maintenance are recorded as expenses. Renewals and betterments are capitalized. Interest is capitalized during the construction period on property, plant and equipment.

Assets capitalized have an original cost of \$1,000 or more and over one year of useful life. Depreciation has been calculated on each class of depreciable property using the straight-line method. Estimated useful lives are as follows:

Buildings 25 years
Building Improvements 15 years
Machinery and Equipment 5-10 years

Bingham Township Notes to Financial Statements June 30, 2007

### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### F. Property Tax Procedures and Collections

Properties are assessed as of December 31 and the related property taxes become a lien the following July 1 and/or December 1. Real property taxes are collected by the Township Treasurer through February 28 of each year. As of March 1, uncollected real property taxes are returned delinquent to, and collected by, the County Treasurer. Personal property taxes remain the responsibility of the Township Treasurer to collect. It is the policy of the Township to record the real property taxes in the year of levy.

During the collection period prior to March 1, the Township Treasurer makes distribution of the property tax collections to the various taxing units (County, School District, etc.) as required by statute.

For the fiscal year the Township levied property taxes as follows:

		laxable	Millage
	SEV	Value	Rate
General Operating	\$261,282,730	\$152,745,206	.5000
Fire Operations	\$261,282,730	\$152,745,206	1.3487
Fire and Rescue Building	\$261,282,730	\$152,745,206	.5756
Fire Rescue	\$261,282,730	\$152,745,206	.5000

#### G. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### NOTE 2 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

- A. We noted no violations of legal provisions and/or contractual provisions of various agreements related to financial matters.
- B. All funds had positive fund balances at June 30, 2007.
- C. Public Act 621 of 1978, Section 18, provides that a local unit shall not incur expenditures in excess of the amount appropriated. For the year ended June 30, 2007, six cost centers overexpended their budgets without formal Board amendment.

#### NOTE 3 - DEPOSITS WITH FINANCIAL INSTITUTIONS

#### A. <u>Legal Provisions for Deposits and Investments</u>

Act 20, Public Acts of 1943, as amended by Act 217, Public Acts of 1982, and Act 196, Public Acts of 1997, states that the Township, by resolution, may authorize the Treasurer to invest surplus funds as follows:

- (1) In bonds and other direct obligations of the United States or an agency or instrumentality of the United States.
- (2) In certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank which is a member of the Federal Deposit Insurance Corporation or a savings and Ioan association which is a member of the Federal Savings and Loan Insurance Corporation or a credit union which is insured by the National Credit Union Administration, but only if the bank, savings and Ioan association, or credit union complies with subsection (2).

Bingham Township Notes to Financial Statements June 30, 2007

#### NOTE 3 - DEPOSITS WITH FINANCIAL INSTITUTIONS (Continued)

#### A. Legal Provisions for Deposits and Investments (Continued)

- (3) In commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and which matures not more than 270 days after date of purchase.
- (4) Repurchase agreements consisting of instruments defined in (1) above.
- (5) In bankers' acceptances of United States Banks.
- (6) Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- (7) In mutual funds registered under the investment company Act of 1940 with the authority to purchase only investment vehicles that are legal for direct investment by local units of government in Michigan.

#### B. Types of Deposits and Investments

The Township had \$428,237 deposited with a local financial institution at June 30, 2007 with a carrying value of \$427,657. Interpreting the FDIC insurance coverage of \$100,000 of demand deposits and \$100,000 of time deposits per financial institution. the Township had \$274,434 of uninsured deposits at June 30, 2007.

#### NOTE 4 - CAPITAL ASSETS

Capital assets of governmental activities consisted of the following at June 30,

	2006	Additions	<u>Deletions</u>	<u> 2007</u>
Land	\$ 783,050	\$ -	\$ -	\$ 783,050
Buildings and Improvements	60,469	-	-	60,469
Furniture and Equipment	48,607	2.593	<del>_</del>	51,200
	892,126	2,593	•	894,719
Less Accumulated Depreciation	(37.029)	(5,299)	-	(42,328)
	<u>\$ 855,097</u>	<u>\$ (2.706)</u>	<u>s -</u>	<u>\$ 852,391</u>

#### NOTE 5 - INVENTORIES

Bingham Township does not maintain a substantial inventory of supplies or materials. Purchases are normally made as needed, and the items are recorded as expenses when purchased.

#### NOTE 6 - PENSION PLAN

The Township does not sponsor a retirement plan.

Bingham Township Notes to Financial Statements June 30, 2007

#### NOTE 7 - PROPERTY TAX ADMINISTRATION FEES

The Township does not charge a property tax collection fee.

#### NOTE 8 - CONTINGENT LIABILITIES

The Township with Suttons Bay Township formed the Bingham Suttons Bay Joint Building Authority. The Authority sold bonds amounting to \$1,975,000 in 2005 in order to construct a facility for the Suttons Bay-Bingham Fire and Rescue Department. Each Township levies a tax to provide funds for debt service of the Authority. At June 30, 2007 the outstanding bonds totaled \$1,735,000 with interest being due on May 1 and November 1 and principal payments due on May 1, annually. At the time the bonds are paid off the facility will be turned over to the Fire and Rescue Department; thus, the transaction is being accounted for as a direct financing lease by the Authority. The Townships have each guaranteed approximately one half of the bonds.

#### NOTE 9 - RISK MANAGEMENT

The Township is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During the audit year the Township addressed these risks through the purchase of commercial insurance through Municipal Underwriters of Michigan. There was no significant reduction of insurance coverage from prior years nor have the amounts of any settlements exceeded insurance coverage in any of the past three fiscal years.

#### NOTE 10- COMPENSATED ABSENCES

The Township provides no compensated absences for its employees.

SUPPLEMENTAL DATA SECTION

# Bingham Township Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual General Fund

Schedule 1 Page 1

For the Year Ended June 30, 2007

	Budgetary		Variance Favorable	
Revenues	Original	Final	Actual	(Unfavorable)
Taxes:				
Current Taxes	\$ 283,587	\$ 359,951	\$ 336,798	\$ (23,153)
Delinquent Taxes	-	-	27,033	27,033
Penalties and Interest on Taxes	3,000	3,000	7,195	4,195
Licenses and Permits:				
Zoning Permits	12,800	12,800	12,565	(235)
State Grants:	451.054	151.251	174.050	(( 201)
State Shared Revenues	171,351	171,351	164,970	(6,381)
Metro Act	5,000	5 <b>,0</b> 00	5,660	660
Charges for Services:	0.059	0.050	9,643	585
Summer Tax Collection	9,058 8,500	9,058 8,500	7,728	(772)
Cable Franchise Fees Sales	1,700	1,700	1,557	(143)
Interest and Rents:	1,700	1,700	1,557	(113)
Interest	12,000	12,000	16,947	4,947
Rents	400	400	651	251
Other:				
Miscellaneous	-	-	1,291	1,291
Refunds and Reimbursements	3,000	3,000	2,047	(953)
Total Revenues	510.396	586,760	<u>594,085</u>	7,325
Total Revenues				
Expenditures				
Legislative:				
Township Board:				
Salaries and Wages	-	-	3,646	-
Legal and Contractual	-	-	50,132	-
Insurance	-	-	10,086	-
Printing and Publishing	-	-	214	-
Dues	-	-	2,719	-
Travel	<del>-</del>		187	
Total	66,446	66,446	<u>66.984</u>	(538)
Total Legislative	66,446	66,446	66,984	(538)
General Government:				
Township Supervisor:				
Salaries and Wages		<u>-</u>	14.120	<del>_</del>
Total	15.000	15,000	14,120	<u>880</u>
Elections:				
Salaries and Wages	-	-	6,770	_
Supplies	-	-	4,845	-
Printing, Postage and Other		-	943	
Total	8.700	9,500	12.558	(3.058)

Schedule 1 Page 2

#### Bingham Township Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual General Fund

For the Year Ended June 30, 2007

	Budgetary Amounts			Variance Favorable
	<u>Original</u>	Final	Actual	(Unfavorable)
Expenditures (Continued)				
General Government (Continued):				
Assessor:	_	_	22,512	-
Salaries	_	_	1,024	_
Supplies Travel	_	_	290	_
Traver				
Total	23,912	23,912	23.826	86
Clerk:				
Salaries	<del></del>		22.785	
Total	22,932	22.932	22,785	<u>147</u>
Board of Review:				
Salaries			1,250	<del>·</del>
Total	1,100	1,100	1,250	(150)
Treasurer:				
Salaries	-	-	22,217	-
Supplies		<del>-</del>	150	<del>_</del>
Total	22.762	22,762	22.367	395
Township Hall and Grounds:				
Supplies and Postage	-	-	13,310	-
Communications	-	=	1,773	-
Printing and Publishing	•	-	2,865	•
Public Utilities	-	-	3,191	-
Maintenance and Repairs		<del>-</del>	2.162	<del>_</del>
Total	26,350	25,500	<u>23,301</u>	2.199
Cemetery:				
Salaries	-	-	200	-
Supplies	-	-	677	-
Maintenance and Repairs	<del></del>	<del></del>	2,901	<del>_</del>
Total	2.250	2,250	3,778	(1,528)
Total General Government	123.006	122,956	123,985	(1,029)

# Bingham Township Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual General Fund For the Year Ended June 30, 2007

Schedule 1 Page 3

Expenditures (Continued) General Government (Continued):	Budgetary / Original	Amounts Final	Actual	Variance Favorable (Unfavorable)
<del></del>				
Public Safety: Fire Protection:				
Contractual Services	<u>-</u> _	<del>_</del>	328.186	<u>-</u>
Total	207,815	284.179	328,186	(44,007)
Zoning:				
Salaries	<del>-</del>		<u>787</u>	<del>-</del>
Total			787	(787)
Planning:				
Salaries	-	-	4,083 25,402	-
Contractual Services	<del>-</del>		25,402	
Total	<u>36,108</u>	41,448	29,485	11,963
Zoning Board of Appeals:			205	
Salaries	-	-	285 600	-
Other	<del>-</del>			
Total	1.010	1,010	885	. 125
Total Public Safety	<u>244.933</u>	326.637	359.343	(32.706)
Recreation and Culture:				
Library	42,321	42,321	42,321 2,545	105
Park	2,650 1,300	2,650 1.300	2.545 500	800
Senior Center	1,300	1.300		
Total Recreation and Culture	46,271	46,271	45,366	905
Other Functions:			- 0	(22
Employee Benefits and Insurance	8,000	8,000	7,377	623 973
Contingencies	1.400	1,400	427	913
Total Other Functions	9,400	9,400	7.804	1.596
Capital Outlay:	17,600	<u>17.500</u>	7,120	10.380
Total Expenditures	507.656	589.210	610.602	(21,392)

# Bingham Township Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual General Fund For the Year Ended June 30, 2007

Schedule 1 Page 4

	Budgetary	Amounts		Variance Favorable
	Original Original	Final	<u>Actual</u>	(Unfavorable)
Expenditures (Continued)				
Excess Revenues (Expenditures)	2,740	(2,450)	(16.517)	(14,067)
Other Financing Sources (Uses) Transfers In Transfers Out		<u>.</u>	50,931 (11.630)	50,931 (11,630)
Total			39.301	39.301
Excess Revenues (Expenditures) and Other Financing Sources (Uses)	<u>\$ 2,740</u>	<u>\$ (2,450)</u>	22,784	\$ 25.234
Fund Balance – Beginning of Year			308,069	
Fund Balance – End of Year			<u>\$ 330,853</u>	

Schedule 2

# Bingham Township Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual Public Improvement Fund For the Year Ended June 30, 2007

Reyenues	Budgetary An Original	nounts Final	Actual	Variance Favorable (Unfavorable)
Earned Interest Donations	\$ 2,500 \$ 	2,500	\$ 5.104 1.234	\$ 2,604 1,234
Total	2,500	2.500	6.338	3.838
Expenditures			<del>-</del>	
Total	<del></del> _	<del>_</del>		
Excess Revenues (Expenditures)	2.500	2.500	6.338	3,838
Other Financing Sources (Uses) Transfers In Transfers Out		<del>_</del>	11.630 (50.931) (39.301)	11,630 (50,931) (39,301)
Total	<del>_</del> _	<del>_</del>	(39.301)	(39,301)
Excess Revenues (Expenditures) and Other Financing Sources (Uses)	<u>\$ 2,500</u> <u>\$</u>	2,500	(32,963)	<u>\$ (35,463)</u>
Fund Balance – Beginning of Year			98.776	
Fund Balance – End of Year			<u>\$ 65,813</u>	

Schedule 3

# Bingham Township Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual Building Authority Debt Fund For the Year Ended June 30, 2007

	Budgetary Original	· Amounts Final	Actual	Variance Favorable (Unfavorable)
Revenues				
Property Taxes Interest Earned	\$ 87,907 ————————————————————————————————————	\$ 87,907 ————————————————————————————————————	\$ 88,018 2.076	\$ 111 2.076
Total	<u>87,907</u>	<u>87.907</u>	90.094	<u>2.187</u>
Expenditures				
Fire Operations	87,907	87,907	90,500	(2,593)
Total	<u>87,907</u>	<u>87.907</u>	90,500	(2,593)
Excess Revenues (Expenditures)		<del>-</del>	(406)	(406)
Other Financing Sources (Uses) Transfers In Transfers Out	<u>.</u>	<u>-</u>		<u>.</u>
Total		<del>-</del>		<del>_</del>
Excess Revenues (Expenditures) and Other Financing Sources (Uses)	<u>\$</u>	\$	(406)	<u>\$ (406)</u>
Fund Balance - Beginning of Year			29.238	
Fund Balance – End of Year			<u>\$ 28,832</u>	

Bingham Township Combining Statement of Changes in Assets and Liabilities Current Tax Collection Fund For the Year Ended June 30, 2007

Schedule 4

	Balance <u>6/30/06</u>	Additions	<u>Deductions</u>	Balance 6/30/07
Assets				
Cash	<u>\$ 424</u>	<u>\$ 4.105,188</u>	<u>\$ 4.103.072</u>	<u>\$ 2.540</u>
Total Assets	<u>\$424</u>	<u>\$ 4,105,188</u>	<u>\$ 4,103,072</u>	<u>\$ 2,540</u>
<u>Liabilities</u>				
Undistributed Taxes and Interest	<u>\$ 424</u>	<u>\$ 4.105,188</u>	<u>\$4,103,072</u>	<u>\$ 2,540</u>
Total Liabilities	<u>\$</u>	<u>\$ 4,105,188</u>	<u>\$4,103,072</u>	<u>\$ 2,540</u>

Bingham Township 2006 Property Tax Levy and Collections For the Year Ended June 30, 2007 Schedule 5

		Millage <u>Rate</u>	Adjusted Levy	Collected	Returned <u>Delinquent</u>
County County Road Tax County Senior County BATA School District – Suttons Bay Intermediate School District State Education Township - General - Fire Operating - Fire Debt - Fire Rescue		4.6569 0.5000 0.2463 0.3317 22.5435 2.9421 6.0000 0.5000 1.3487 0.5756 0.5000	\$ 712,383 76,524 37,696 50,767 1,545,117 450,324 915,416 76,524 206,456 88,052 76,276	\$ 675,696 71,696 35,312 47,559 1,473,562 431,426 879,845 71,696 193,406 82,537 71,696	\$ 36,687 4,828 2,384 3,208 71,555 18.898 35,571 4,828 13,050 5,515 4,580
Total  State Equalized Value  Taxable Value  Percent of Levy Collected	\$261,282,730 \$152,745,206 95,25%		<u>\$ 4.235.535</u>	<u>\$ 4,034,431</u>	<u>\$_201.104</u>